

Agency Position Summary

Public Safety Program Area

Regular Positions 385.5 Regular Staff Years **Total Positions** 385.5 386 **Total Staff Years**

Agency Total

Regular Positions 531.0 532 Regular Staff Years 3.0 **Exempt Staff Years** 3 **Exempt Positions Total Positions Total Staff Years** 535 / 534.0

Position Detail Information

SHERIFF

Sheriff (Elected) E

<u>1</u> Position

Staff Year 1.0

CHIEF DEPUTY SHERIFF

Chief Deputy Sheriffs E

Management Analyst III

Secretary III

Deputy Sheriff Sergeant 1

Positions

Staff Years 5.0

CONSTRUCTION LIAISON

Deputy Sheriff Captain

Deputy Sheriffs I 4

5 **Positions**

5.0 Staff Years

ADMINISTRATIVE SERVICES

Deputy Sheriff Major

Secretary II 1

Positions

Staff Years 2.0

Internal Affairs

Deputy Sheriff

1 Position

Staff Year 1.0

Human Resources

Deputy Sheriff Captains

Deputy Sheriff 2

2 Deputy Sheriff

Deputy Sheriff Corporals

10 Deputy Sheriffs II

Administrative Aide

Clerical Specialist

20 **Positions** 20.0 Staff Years

<u>Community Relations</u>

1 Deputy Sheriff Captain

Public Information Officer II

<u>1</u> 2 **Positions**

2.0 Staff Years

Fiscal/Technical Services

Deputy Sheriff Captain

Management Analyst III

Network/Tele. Analyst II

Network/Tele. Analyst I **Deputy Sheriff Lieutenants**

Accounting Technician

Materials Requirements

Specialist **Positions**

9 9.0 Staff Years

COURT SERVICES

Deputy Sheriff Major

Position

Staff Year 1.0

Court/Security

Deputy Sheriff Captain

Deputy Sheriff Lieutenant

Deputy Sheriff Sergeants

Deputy Sheriff Corporals

Deputy Sheriffs II 12 Deputy Sheriffs I, 1 PT 49

Positions 72

Staff Years 71.5

Civil Enforcement

Deputy Sheriff Sergeants

Deputy Sheriff Corporals 18

Deputy Sheriffs II 3

Deputy Sheriffs I

4 Court Clerks I

Administrative Assistant Court Clerk II

31 **Positions**

Staff Years 31.0

PUBLIC SAFETY PROGRAM AREA

COMMUNITY CORRECTIONS

Deputy Sheriff Major

Deputy Sheriff Captain

Secretary II 1

3 Positions

Staff Years 3.0

Administrative Branch

Deputy Sheriff Lieutenant

Deputy Sheriff Sergeants

Deputy Sheriff Corporals

Deputy Sheriff II Account Clerk II

Word Processing Operators II

Food Service Specialists

Food Service Supervisor

12 **Positions**

Staff Years 12.0

Residential Branch

Deputy Sheriff Lieutenant

Deputy Sheriff Sergeants

Deputy Sheriff Corporals

Deputy Sheriffs II 5

Deputy Sheriffs I 16

Probation Counselor III

Probation Counselors II

Clerical Specialist 1

37 **Positions**

Staff Years 37.0

Community Service Branch

Deputy Sheriff Lieutenant

Deputy Sheriff Sergeant **Deputy Sheriff Corporals**

Deputy Sheriffs II

Deputy Sheriffs I

Positions

9.0 Staff Years

CORRECTIONAL SERVICES

- Deputy Sheriff Major Management Analyst I
- Secretary II
- <u>1</u> 3 Positions
- Staff Years 3.0

Confinement

- Deputy Sheriff Captain
- 4 Deputy Sheriff
- Deputy Sheriff 12
 - Sergeants
- Deputy Sheriff 9
- Corporals
- Deputy Sheriffs II 35
- Deputy Sheriffs I 129
- Positions 190
- Staff Years 190.0

Logistic Support

- Deputy Sheriff Captain
- Deputy Sheriff 2
- 4 Deputy Sheriff Sergeants
- Deputy Sheriffs II 2
- Deputy Sheriffs I
- Laundry Specialist
- 2 Storekeepers
- Account Clerk II 1 Account Clerk I
- Correctional 14
- Technicians
- Clerical Specialist
- 9 Food Service
 - Specialists Public Health Nutritionist
- 1 Food Service
- 44 Positions
- 44.0 Staff Years

Diagnostic and Treatment

- Deputy Sheriff Captain Deputy Sheriff Lieutenants
- 10 Deputy Sheriff Sergeants
- Deputy Sheriff Corporals
 Deputy Sheriffs II 7
- 8
- Deputy Sheriffs I 21
- Library Assistant I, PT
- 5 Clerical Specialists
- Supervisory Clerk
- <u>1</u> 57 Positions
- Staff Years 56.5

Health Care Services

- Correctional Health 1
 - Nurse IV
- Correctional Health 3
 - Nurses III
- Deputy Sheriff Sergeant
- Deputy Sheriff Corporals
- Correctional Health 12
 - Nurses I
- 2 Correctional Health
 - Nurses II
- 2 Nurse Practitioners
- P.H. Clinic Technician Clerical Specialists
- <u>2</u> 31 **Positions**
- Staff Years 31.0
 - **Denotes Exempt Positions** Е
- **Denotes Part-Time Positions**

AGENCY MISSION

To provide humane and secure correctional services for those persons remanded to the custody of the Sheriff under due process of law; to provide courtroom and courthouse security and to provide service of legal process, contributing to the swift and impartial adjudication of all criminal and civil matters before the courts.

AGENCY SUMMARY									
		FY 2000	FY 2000	FY 2001	FY 2001				
	FY 1999	Adopted	Revised	Advertised	Adopted				
Category	Actual	Budget Plan	Budget Plan	Budget Plan	Budget Plan				
Authorized Positions/Staff Yea									
Regular	525/ 524	533/ 532	533/532	533/532	532/ 531				
Exempt	2/ 2	2/ 2	2/ 2	2/ 2	3/ 3				
Expenditures:									
Personnel Services	\$25,714,856	\$28,267,020	\$27,701,571	\$29,573,010	\$30,746,908				
Operating Expenses	6,104,096	7,005,931	8,342,521	7,241,732	7,241,732				
Capital Equipment	121,839	103,149	483,157	10,606	10,606				
Total Expenditures	\$31,940,791	\$35,376,100	\$36,527,249	\$36,825,348	\$37,999,246				
Income:									
Dept. of Corrections									
Reimbursement	\$2,611,222	\$2,185,058	\$2,805,752	\$2,805,752	\$2,805,752				
State Comp. Board									
Reimbursement	9,686,528	11,399,353	10,578,860	12,058,641	12,265,777				
State Shared Retirement	293.126	336,002	325.037	370.812	377,219				
Sheriff Fees	66,271	66,271	66,271	66,271	66,271				
City of Fairfax Contract	538,425	549,371	588,946	600,725	600,725				
Emergency Medical	555, .25	0.0,0.	000,0.0	000,. 20	000,. 20				
Service	0	653	0	0	0				
Boarding of Prisoners	16,570	51,445	51,445	51,445	51,445				
Hospital/DVS Transport	-,-	- ,	- ,	- , -	, ,				
Reimbursement	472	499	499	499	499				
Inmate Medical Co-Pay	8,371	13,350	13,350	13,617	13,617				
Pre-Release Room and	,	,	,	,	,				
Board	365,992	330,907	382,506	395,075	395,075				
Miscellaneous Revenue	0	924	1,000	1,000	1,000				
Total Income	\$13,586,977	\$14,933,833	\$14,813,666	\$16,363,837	\$16,577,380				
Net Cost to the County	\$18,353,814	\$20,442,267	\$21,713,583	\$20,461,511	\$21,421,866				

	SUMMARY BY COST CENTER									
	FY 2000 FY 2000 FY 2001 FY 200									
	FY 1999	Adopted	Revised	Advertised	Adopted					
Cost Center	Actual	Budget Plan	Budget Plan	Budget Plan	Budget Plan					
Public Safety:										
Corrections Services (ADC)	\$19,160,978	\$21,578,425	\$22,546,521	\$22,790,305	\$23,507,969					
Community Corrections										
(PRC)	3,350,362	3,535,424	3,541,671	3,539,787	3,676,802					
Subtotal	\$22,511,340	\$25,113,849	\$26,088,192	\$26,330,092	\$27,184,771					
Judicial Administration:										
Administrative Services	\$3,803,067	\$4,122,422	\$4,322,191	\$4,272,384	\$4,376,086					
Court Services	5,626,384	6,139,829	6,116,866	6,222,872	6,438,389					
Subtotal	\$9,429,451	\$10,262,251	\$10,439,057	\$10,495,256	\$10,814,475					
TOTAL	\$31,940,791	\$35,376,100	\$36,527,249	\$36,825,348	\$37,999,246					

PUB	PUBLIC SAFETY PROGRAM AREA SUMMARY								
		FY 2000	FY 2000	FY 2001	FY 2001				
	FY 1999	Adopted	Revised	Advertised	Adopted				
Category	Actual	Budget Plan	Budget Plan	Budget Plan	Budget Plan				
Authorized Positions/Staff Yea	ars								
Regular	381/ 380.5	388/ 387.5	388/ 387.5	388/ 387.5	386/ 385.5				
Expenditures:									
Personnel Services	\$18,487,343	\$20,366,078	\$19,942,534	\$21,557,372	\$22,412,051				
Operating Expenses	3,941,873	4,681,840	5,770,547	4,764,244	4,764,244				
Capital Equipment	82,124	65,931	375,111	8,476	8,476				
Total Expenditures	\$22,511,340	\$25,113,849	\$26,088,192	\$26,330,092	\$27,184,771				
Income:									
State Reimbursement and									
Other Income	\$11,326,854	\$12,448,792	\$12,357,099	\$13,650,381	\$13,828,243				
Total Income	\$11,326,854	\$12,448,792	\$12,357,099	\$13,650,381	\$13,828,243				
Net Cost to the County	\$11,184,486	\$12,665,057	\$13,731,093	\$12,679,711	\$13,356,528				

Board of Supervisors' Adjustments

The following funding adjustments reflect all changes to the <u>FY 2001 Advertised Budget Plan</u>, as approved by the Board of Supervisors on April 24, 2000:

- The 2.5 percent cost-of-living/market rate adjustment approved by the Board of Supervisors, and previously held in reserve, has been spread to County agencies and funds. This action results in an increase of \$543,884 to the Office of the Sheriff in the Public Safety Program Area.
- An increase in Personnel Services totaling \$310,795 to fund implementation of a new pay plan that provides parity for Sheriff Deputies with sworn Police Department personnel both in terms of salary and rank structure. The total cost of the new pay plan is \$3,466,264 which is funded with \$1,082,000 previously provided in the FY 2001 Advertised Budget Plan for the rank restructuring program, \$995,236 due to the elimination of roll call overtime, \$516,551 in anticipated FY 2000 Carryover due to salary savings, \$285,646 for Market Pay funding included in FY 2001, \$213,693 in additional State Compensation Board Funding, and \$373,138 in General Fund support.

The following funding adjustments reflect all approved changes to the FY 2000 Revised Budget Plan from January 1, 2000 through April 17, 2000. Included are all adjustments made as part of the FY 2000 Third Quarter Review:

 An increase in Operating Expenses totaling \$29,777 to provide sufficient funds to cover Department of Vehicles Services' charges primarily associated with increased fuel costs.

County Executive Proposed FY 2001 Advertised Budget Plan



Agency Overview

The budget for the Office of the Sheriff is divided into two program areas: Judicial Administration and Public Safety. Judicial Administration activities include Court Services and Administration for the entire Office of the Sheriff. Public Safety services include Correctional Services (Adult Detention Center) and Community Corrections (Pre-Release Center) cost centers. This section describes the FY 2001 Public Safety Program.

Due to unforeseen delays with the construction project, the Adult Detention Center (ADC) Expansion was not completed as projected during FY 1999 and the opening date is scheduled for the spring of 2000. The three lower levels will be the only areas occupied during the initial opening of the facility. These areas are designed to accommodate 366 inmates and include work facilities for material management, food services, and medical and forensic health care services. Because of the need to vacate portions of the existing facility for renovation activity, only 184 of the additional 366 beds will be immediately available. The inmate average daily population for FY 2001 is projected to be 1,041. Until the renovated areas are completed and cleared for occupancy, double bunking inmates will be required.

It is still planned that once the expansion construction is complete, the second phase of the project to renovate the remaining two floors will begin. The second phase will involve major renovation of the basement area to relocate the Records Section and Magistrate's areas in close proximity to the Booking and Intake areas as well as enlargement of the Group Holding area.

During the past two fiscal years, the Office of the Sheriff has focused on expanding and enhancing information technology systems, increasing staffing levels to adequately support the expansion, and providing the necessary training needed to prepare staff and supervisors for the increase in jail management needs. An example of the expanded use of information technology is the Criminal Justice Information Redesign Project, sponsored by the Community Criminal Justice Board. This project includes a pilot program which tests the successful use of live scan fingerprinting. This is the first phase of a major project which totally encompasses the information systems used by all of the Criminal Justice agencies. Although the completion of this project is long-range, the operational benefits will streamline all criminal justice agency operations and increase the efficiency of current processes which tend to hinder the rapid return of police officers to the streets and the expedient processing of complaints which releases citizens sooner.

In FY 2001, the Sheriff's Office continues to focus on achieving improvements in service quality and administrative efficiencies through information technology as well as providing management training to staff to enhance and complement their current skills and abilities.



Funding Adjustments

The following funding adjustments from the FY 2000 Revised Budget Plan are necessary to support the FY 2001 programs of the Office of the Sheriff in both the Public Safety Program Area and the Judicial Administration Program Area:

- An increase of \$427,962 due to the implementation of the new Pay for Performance program in FY 2001. The new system links annual pay increases to employee performance.
- An increase of \$285,646 due to the implementation of the Market Pay Study. As a result of the Study, incumbents in job classes that are found to be one grade below the market will be moved to the appropriate grade and receive a 2.0 percent market adjustment. Incumbents in classes found to be two or more grades below the market will be moved to the appropriate grade and receive a 4.0 percent market adjustment. In addition, funding is held in reserve to provide all employees with a 2.5 percent cost-of-living/market adjustment.

- A net increase of \$592,382 in Personnel Services is due to adjustments for regular salaries, roll call pay, extra pay
 and shift differential based on the grade of existing staff.
- A net decrease of \$504,448 in Operating Expenses is primarily due to a one-time FY 1999 carryover of \$754,776
 as detailed below which is offset by an increase of \$253,331 primarily for medical services, security contractual
 services, and for repairs and maintenance of equipment.
- Capital Equipment funding totals \$10,606, including \$2,639 for two floor buffer machines, \$4,759 for two laundry dryers, \$1,078 for a beverage dispenser, and \$2,130 for two Stun-belts and a belt shield.

The following funding adjustments reflect all approved changes to the FY 2000 Revised Budget Plan since passage of the FY 2000 Adopted Budget Plan. Included are all adjustments made as part of the FY 1999 Carryover Review and all other approved changes through December 31, 1999.

- As part of the FY 1999 Carryover Review, an increase of \$159,014 due to encumbered carryover.
- As part of the FY 1999 Carryover Review, \$770,187 due to unencumbered carryover of which \$321,091 is for equipment and supplies for the ADC Expansion which were carried over to FY 2000 based on the revised opening date for the facility and \$449,096 for operating expenditures of which \$177,783 is associated with the delayed opening of the ADC, \$270,000 for the Northern Virginia Regional Identification System component upgrades, and \$1,313 to purchase replacement and additional cards for the reader security systems installed in the Judicial Center and the Judges' entrances at the Old Courthouse.
- As part of the FY 1999 Carryover Review, unencumbered carryover of \$173,034 due to unexpended Close Management Initiative savings.

Cost Center: Correctional Services (Adult Detention Center)

GOAL: To contribute to the safety of the citizens of Fairfax County by confining individuals accused or convicted of violations of law in a humane and secure manner.

COST CENTER SUMMARY										
	FY 2000 FY 2000 FY 2001 FY 2001									
	FY 1999	Adopted	Revised	Advertised	Adopted					
Category	Actual	Budget Plan	Budget Plan	Budget Plan	Budget Plan					
Authorized Positions/Staff Y	ears									
Regular	320/ 319.5	327/ 326.5	327/ 326.5	327/ 326.5	325/ 324.5					
Expenditures:										
Personnel Services	\$15,272,966	\$16,973,049	\$16,551,802	\$18,169,839	\$18,887,503					
Operating Expenses	3,806,938	4,539,445	5,628,142	4,620,466	4,620,466					
Capital Equipment	81,074	65,931	366,577	0	0					
Total Expenditures	\$19,160,978	\$21,578,425	\$22,546,521	\$22,790,305	\$23,507,969					



Objectives

- To allow zero escapes by persons in custody whether from the facility property or from the premises while outside
 the facility.
- To allow zero escapes by persons in custody whether from the facility proper or from personnel while outside the
 facility.

- To allow zero deaths or injuries either of prisoners, staff or visitors.
- To reduce the cost of meals served to prisoners by 2.0 percent without deterioration in quality.



Performance Indicators

	Prior Year Actuals			Current Estimate	Future Estimate
Indicator	FY 1997 Actual	FY 1998 Actual	FY 1999 Estimate/Actual	FY 2000	FY 2001
Output:	•			•	
Average daily ADC inmate population:					
ADC ¹	717	708	753 / 694	801	841
CCD ²	202	200	200 / 206	200	200
Total population	919	908	953 / 900	1,001	1,041
Prisoner days					
ADC	261,705	258,420	274,845 / 253,310	293,166	306,965
CCD	73,730	73,000	73,000 / 75,190	73,200	73,000
Total prisoner days	335,435	331,420	347,845 / 328,500	366,366	379,965
Prisoner hospital days (included in total prisoner days)	346	372	409 / 236	450	472
Prisoner admissions	25,955	23,073	25,380 / 26,776	27,918	29,314
Average daily number of meals served (ADC & CCD)	2,935	2,941	3,235 / 2,880	3,559	3,331
Health care contacts with inmates	58,627	58,167	63,984 / 58,187	70,382	73,901
Efficiency:					
Average cost per prisoner day	\$79.01	\$92.61	\$101.57 / \$99.95	\$92.02	\$106.00
ADC per capita costs (inc. fringe benefits) ³	\$22.14	\$25.22	\$28.94 / \$26.10	\$27.31	\$32.56
Average cost per meal (ADC+CCD)	\$1.32	\$1.21	\$1.24 / \$1.19	\$1.21	\$1.26
Average cost per prisoner day for health care services (ADC+CCD)	\$8.50	\$10.03	\$9.60 / \$9.66	\$10.56	\$11.04
Service Quality					
Compliance rate with professional standards					
ACA⁴	No Audit	No Audit	No Audit	95-98%	No Audit
DOC⁵	100%	100%	100% / 100%	100%	100%
NCCHC ⁶	100%	No Audit	No Audit	100%	100%
Founded inmate grievances received regarding food service	0	0	0/0	0	0
Founded inmate grievances received regarding inmate health care services	2	0	0/0	0	0

		Prior Year Ac	Current Estimate	Future Estimate	
Indicator	FY 1997 Actual	FY 1998 Actual	FY 1999 Estimate/Actual	FY 2000	FY 2001
Outcome					
Escapes:					
From the facility	0	0	0/1	0	0
From custody outside the facility	0	0	0/0	0	0
Prisoner, staff, visitor deaths	0	0	0/1	0	0
Injuries to:					
Prisoners	171	118	69 / 81	35	5
Staff	15	9	5/9	3	1
Visitors	0	0	0/0	0	0
Percent change from previous year food service costs per meal	(3.6%)	(8.3%)	2.5% / 1.7%	1.7%	(2.0%)
Percent change from previous year in health care services costs per prisoner day ⁷	4.1%	18.0%	(4.3%) / 3.7%	9.3%	21.3%

¹ The ADC is the Adult Detention Center.

² The CCD is the Community Corrections Division.

³ Per capita cost calculations: Total costs were divided by the total populations of Fairfax County (including the Towns of Clifton, Herndon and Vienna) and the City of Fairfax. (DMB estimated population data revised June 1997)

⁴ The ACA is the American Corrections Association which provides operational standards for local jails.

 $^{{\}bf 5}$ The DOC is the Virginia State Department of Corrections.

₆ The NCCHC is the National Commission on Correctional Health.

⁷ Health care service costs per prisoner day increased due to increases in health care staff and medical positions necessary for the ADC Expansion.

Cost Center: Community Corrections (Pre-Release Center)

GOAL: To provide cost effective alternative housing and programs to sentenced offenders to reduce overcrowding in the Adult Detention Center, to conserve maximum security bed space for inmates who require closer supervision and to facilitate the return of offenders to the community as productive and law-abiding citizens.

COST CENTER SUMMARY									
	FY 2000 FY 2000 FY 2001 FY 2001								
	FY 1999	Adopted	Revised	Advertised	Adopted				
Category	Actual	Budget Plan	Budget Plan	Budget Plan	Budget Plan				
Authorized Positions/Staff Ye	ears								
Regular	61/61	61/61	61/ 61	61/61	61/61				
Expenditures:									
Personnel Services	\$3,214,377	\$3,393,029	\$3,390,732	\$3,387,533	\$3,524,548				
Operating Expenses	134,935	142,395	142,405	143,778	143,778				
Capital Equipment	1,050	0	8,534	8,476	8,476				
Total Expenditures	\$3,350,362	\$3,535,424	\$3,541,671	\$3,539,787	\$3,676,802				



Objectives

- To continue to place 50 percent of eligible sentenced offenders in alternative housing and/or programs.
- To provide work performed by offenders to the community valued at \$472,800.
- To maintain the level of recovery of costs associated with housing and programs at \$355,629 through payments from offenders.



Performance Indicators

	Prior Year Actuals			Current Estimate	Future Estimate
Indicator	FY 1997 Actual	FY 1998 Actual	FY 1999 Estimate/Actual	FY 2000	FY 2001
Output:					
Average daily prisoners under CCD supervision	213	215	220 / 220	220	220
Prisoner days provided	77,745	78,475	80,300 / 83,585	80,520	80,300
Average daily prisoners participating in treatment programs	34	36	35 / 35	35	35
Hours of work performed by offenders in the community	36,024	41,742	30,000 / 45,745	48,000	48,000
Average daily employed prisoners	84	77	80 / 84	80	80
Average daily prisoners in labor programs	71	66	70 / 72	75	75

	Prior Year Actuals			Current Estimate	Future Estimate
Indicator	FY 1997 Actual	FY 1998 Actual	FY 1999 Estimate/Actual	FY 2000	FY 2001
Efficiency:					
Average cost per prisoner day (inc. fringe benefits)	\$54.54	\$58.31	\$59.25 / \$56.92	\$59.96	\$62.66
CCD per capita cost (inc. fringe benefits) ¹	\$4.54	\$4.82	\$4.93 / \$4.89	\$5.03	\$5.26
Service Quality:					
Percent of work release and electronic incarceration participants who abscond	1%	1%	NA / <1%	0%	0%
Percent of absconders who are re-incarcerated	100%	100%	NA / 100%	100%	100%
Founded complaints received from the community	0	0	0/0	0	0
Outcome:					
CCD average daily offender population as a percentage of total combined ADC + CCD eligible sentenced prisoner population	42%	46%	50% / 47%	50%	50%
Value of work performed by offenders in the community ²	\$356,121	\$384,839	\$400,000 / \$424,355	\$472,800	\$472,800
Costs recovered through charges for inmate room and board and program participation ³	\$258,392	\$292,841	\$355,629 / \$355,629	\$355,629	\$355,629

¹ Per capita cost calculations: Total costs were divided by the total populations of Fairfax County (including the Towns of Clifton, Herndon and Vienna) and the City of Fairfax. (DMB estimated population data revised 6/97)

² Assigned value to one hour of inmate labor is equivalent to a County employee performing the same work as a Laborer position.

 $^{^{\}rm 3}\, Room$ and board for Federal prisoners not included.